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27 August 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. ADMINISTRATIVE TRAINING

1. The Project Officer in the Contract Cycle

Heretofore referred to unofficially as "Training Course for Technical Officers (Contract Overrun)", this course has been named officially "The Project Officer in the Contract Cycle".

The contractor will submit for our review this week the revised outline and schedule for his part of the course which was developed after last week's meeting.

Work on the printing of handout material and the preparation of case material is underway. The Director of Special Projects/DDS&T and the Director of Logistics have already agreed to participate in the in-house part of the course. The Deputy Director for S&T has been approached, and we should have his answer shortly.

2. Field Finance and Logistics

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Mr. [] visited the Audit Staff, which had nothing significant to report on logistics or Class B finance following an audit of the stations in the [] area, and the Accounts Division which gave him a special briefing on the FAIROS system (Financial Accounting Information Recorded by Optical Scanning). This system is now in the development stage, and although its implementation is not imminent, it appears to offer a great deal of promise for automating the submission and processing of financial reports from field activities. It is understood that the IBM Selectric typewriter would be used for the preparation of material in this system as well as in the ACT-1 system.

3. Experimental Group III

The Chief, Clerical Staffing Branch, Office of Personnel has informed us that plans are going ahead for the employment of approximately

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17 persons in Experimental Group III, a training class for disadvantaged employees. The Chief, Staff Personnel Division is interested in the possibility of using training courses planned by the Civil Service Commission for persons in this category. The beginning date for the Civil Service training is 27 September 1971. Mrs. [] will visit the head of the Civil Service Training Center next week to explore this possibility in greater detail.

B. MANAGEMENT TRAINING

1. Fundamentals of Supervision and Management

Response to the announcement of this course has been most heartening. Two of the three courses scheduled between 13 September and the end of the calendar year are already over-subscribed.

2. Performance Appraisal Workshop

Both of the workshops scheduled for this fall are already over-subscribed.

3. Planning and Control of Work Workshop

The running scheduled for September 23-24 is now at maximum enrollment.

4. Midcareer Course

The Support Directorate quota for the 26 September - 5 November 71 running of course #30 is filled. The other Directorates have yet to be heard from.

C. GENERAL

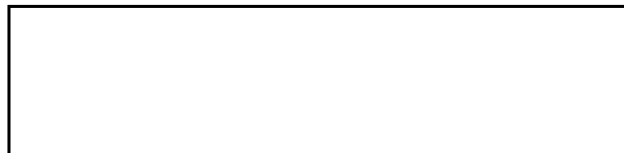
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1. [] has been assigned for two weeks to Clerical Training to assist in the Clerical Induction program and to broaden her own base of experience within AT-SUS.

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2. Mr. [] reported for duty this week in AT-SUS. Initially, Mr. [] will assist with the Trends and Highlights course and will serve as the Contracting Officer's Technical Representative (COTR) for the contracts covering the Reading Improvement and Effective Writing courses, a function heretofore performed by other elements of OTR.



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Chief, Support School, OTR

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